

**DETERMINATION AND FINDINGS FOR AN  
SOLE SOURCE CONTRACT**

**Contract No:** DCHT-2019-C-0103  
**Caption:** Temporary Staffing Services  
**Proposed Contractor:** Integrated Community Services, Inc.  
**Program Agency:** Department of Health Care Finance

**FINDINGS**

**1. Authorization:**

D.C. Official Code §2-354.04, 27 DCMR § 1304 and 1700

**2. Minimum Need:**

The District of Columbia Office of Contracting and Procurement (OCP), on behalf of The Department of Health Care Finance (DHCF) has an immediate need for a contractor to provide personnel to meet the medical needs of residents displaced as a result of the fire at the Arthur Capper Apartments located at 900 5<sup>th</sup> Street, S.E. Many of the residents are currently residing in hotels and other locations within the District.

**3. Estimated Reasonable Cost:**

The estimated fair and reasonable price to provide the required services during the Contract shall be in the amount of \$500,000.00. The term shall be from Date of Award through 180 days thereafter.

**4. Facts Which Justify Sole Source Procurement:**

- A. DHCF is the single state agency for administration of the District's Medicaid program. DHCF decided to use their Medicaid Provider Agreement to provide the medical care for the displaced residents, but discovered that the agreement was limited to care for only those beneficiaries enrolled in the District's Medicaid program. Many of the displaced residents were not eligible to participate in the District's Medicaid program.
- B. Integrated Community Services (ICS) provided the immediate Personal Care Aide Services (PCA) for fire victims that needed assistance while they were temporarily located in the various hotels until an ADA compliant apartment was found. At the time the residents moved to their new home, DHCF issued a termination of services notice because their temporary circumstance ended.

However, District law requires that the agency issues a written notice, including appeal rights to any beneficiary prior to the termination, suspension or reduction of services. If the beneficiary timely appeals the written notice, services must be continued until a final decision is issued by the Office of Administrative Hearings. As a result of this requirement, there are eight Seniors that DHCF is required to continue services until the Senior addresses their case before the Office of Administrative Hearing, results are given

to DHCF in writing and a final termination letter is sent to the Senior informing them that based on the court decision DHCF will no longer provide the services 15 days (maximum) after the date of notice.

- C. Based on the above, it is necessary to enter into a Sole Source Contract with Integrated Community Services, Inc. to conduct PCA services to ensure the District remains in compliance with the law and while a court decision is pending.
- D. Public Notice of OCP's intent to award a sole source contract was posted to our website for ten (10) calendar days pursuant to the requirements of D.C. Official Code 2-354.04. The posting was submitted to OCP's website on April 26, 2019.
- E. The Contractor has performed the required services satisfactorily since it was awarded the contract.
- F. A market survey was deemed unnecessary in light of the circumstances surrounding this procurement.

**5. Certification by Agency Head:**

I hereby certify that the above findings are correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wayne Turnage  
Director  
Department of Health Care Finance

**6. Certification by the Contracting Officer**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and no responses were received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Helena Barbour  
Contracting Officer

### **DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under D.C. Official Code § 2-354.04 Sec (a)(b)(c), DCMR 1700 and D.C. Law 18-371. Accordingly, I determine that the District is justified in using the Sole Source Method of Procurement. In addition it is determined that this method is in the best interest of the District.

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Date

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James D. Staton, Jr.  
Chief Procurement Officer